

STENNIS
PROCEDURES AND
GUIDELINES

SPG 1040.1D
Effective Date January 29, 1997
Expiration Date January 29, 2002

Responsible Office: RA00/Center Operations and Support Directorate

Subject: NASA SSC EMERGENCY PLAN

1. POLICY

This plan sets forth the policies and responsibilities to be assumed and actions to be taken by organizations and personnel assigned to the John C. Stennis Space Center (SSC) in the event of emergencies at SSC.

2. APPLICABILITY

This instruction is applicable to all personnel assigned to or visiting the John C. Stennis Space Center.

3. AUTHORITY

National Aeronautics and Space Act of 1958, E012656.

4. REFERENCES

NPD 8710.1 Emergency Preparedness Program

5. DEFINITIONS

For the purpose of this plan emergencies fall into three categories:

(1) Class I Emergency

A minor or minimum emergency situation which can be contained or controlled by an Emergency Team.

(2) Class II Emergency

An emergency situation beyond the capabilities of the Emergency Team, requiring the assignment of additional SSC effort and/or offsite assistance.

(3) Class III Emergency

An emergency of disaster proportions which will require action on the part of all SSC personnel and might also require offsite assistance.

Types of Emergencies

- (1) Tornadoes and severe weather (Attachment A)
- (2) Hurricane (Attachment B)
- (3) Fire and explosions (Attachment C)
- (4) Serious accidents/incidents (Attachment D)
- (5) Civil disturbances (Attachment E)
- (6) Civil Defense (Attachment F)

6. RESPONSIBILITY

a. The Director, John C. Stennis Space Center, is responsible for all activities at the SSC and will make or approve any final policy decision regarding emergency or disaster matters.

(1) The Director, Center Operations and Support Directorate has been designated the SSC Emergency Director. In this capacity, he/she will be responsible for the overall direction of SSC emergency operations and the coordination of interfaces between SSC contractors, local governments, Red Cross, and state or Federal agencies. The Emergency Director is authorized to act for the Director, SSC, to implement the SSC Emergency Plan and to delegate authority in order to cope with emergency situations.

(2) The Deputy Director, Center Operations and Support Directorate has been designated the Deputy SSC Emergency Director. In the absence of the SSC Emergency Director, he will be the Acting SSC Emergency Director. The Deputy Emergency Director will take the necessary action for notifying other SSC officials and Headquarters and compiling necessary reports. When the Deputy Director, Center Operations and Support is unavailable, the Chief, Institutional Services Division, Center Operations and Support will be the acting Deputy Emergency Director.

(3) The Emergency Coordinator will be appointed by the Emergency Director. The Emergency Coordinator will be responsible to the Emergency Director and will plan and coordinate pre-emergency activities and training, as well as developing, equipping, and maintaining an adequate Emergency Operations Center.

(4) The Safety Reliability & Quality Assurance Manager will serve as an advisor to the Emergency Director in all safety related issues surrounding the emergency.

(5) The Chief Counsel will serve as an advisor to the Emergency Director with regard to all matters involving legal issues related to the emergency.

b. Resident agencies, other organizations and contractors will:

- (1) Develop, as required, internal operating plans outlining tasks and methods of operation within their areas of operational responsibility for the various types of emergencies indicated in paragraph 5.a and a separate plan for participation in community disaster relief. All plans will be submitted to the SSC Emergency Director for review and approval.
- (2) Provide the SSC Emergency Director a list of key personnel to be notified in the event of an emergency and keep the list updated as changes occur.
- (3) Pre-select and pre-commit qualified personnel for specific tasks during emergencies.
- (4) When involved in any emergency or disaster:
 - (a) Keep the SSC Emergency Director informed and respond to his/her direction during an emergency.
 - (b) Take necessary action to restore functional capabilities as soon as possible and utilize the most effective means available for notifying employees with respect to reporting back to work.
 - (c) Furnish the SSC Emergency Director as soon as possible an evaluation of their operational posture. This will include a comprehensive report with respect to the status of their personnel, the number of employees on the job, and the best forecast as to the prospective personnel required for various functions.

c. The Facility Operating Support Services Contractor will:

- (1) Develop and maintain Emergency Support Plans outlining tasks and methods of operation within its areas of operational responsibility for the various types of emergencies indicated in paragraph 5.a.
- (2) Advise the SSC Emergency Director as to the status and capability to cope with emergency or disaster situations and respond to the Emergency Director as required.
- (3) Support other organizations as officially requested.
- (4) Designate qualified personnel for performance of specific tasks for the various types of emergencies.
- (5) Provide procedures and assign responsibilities as follows:
 - (a) The Emergency Support Coordinator shall:

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1. Direct the emergency support services of the Facility Operating Support Services Contractor.
 2. Be responsible for activating the Emergency Operations Center when directed by the SSC Emergency Director and assuring that all pertinent communications, condition/situation reports, personnel, and equipment data and maps available are provided to the SSC Emergency Director. Assure that the Emergency Operations Center is functioning properly by performing annual functional test.
 3. Request additional manpower or equipment from the SSC Emergency Director in those emergencies beyond the capability of the Facility Operating Support Services Contractor personnel or assigned equipment.
 4. Notify the SSC Emergency Director by the fastest means available of all fatalities or serious injuries reported by the Emergency Team Medical Unit.
- d. The Emergency Team of the Facility Operating Support Services Contractor shall be made up of the following units and personnel:
- (1) Specialist - Disaster Control
 - (2) Medical Unit - Doctor, Nurse, and Medical Technicians
 - (3) Fire Protection Unit - Senior Fire Officer or his/her designated representative and the fire crew on duty.
 - (4) Industrial Safety Unit - Safety Specialist.
 - (5) Utilities Unit - One power electrician, one pipefitter, one high pressure gas facilities technician, one cryogenics technician.
- e. The Units of the Emergency Team will operate as follows:
- (1) The Medical Unit will:
 - (a) Provide first aid at the scene of the emergency.
 - (b) Evacuate injured personnel to medical facilities.
 - (c) Disposition of any dead at the scene.
 - (d) Notify the Emergency Support Coordinator by the fastest available means, of all fatalities or serious injuries.
 - (e) Advise the Emergency Support coordinator when off site medical assistance is required.

- (2) The Fire Protection Unit will:
 - (a) Control and execute all firefighting operations.
 - (b) Advise the Emergency Support Coordinator when off site fire fighting assistance is required.
- (3) The Industrial Safety Unit will:
 - (a) Advise concerning potential hazards associated with an emergency and recommend corrective action required to protect personal property.
 - (b) Provide the safety equipment used in performance of hazardous tasks. Provide and operate monitoring equipment used to detect explosive or oxygen-deficient atmospheres.
- (4) The Utilities Unit will operate or shut down utilities subsystems as dictated by the emergency situation.
- f. The Security Contractor will provide two security officers to:
 - (1) Control access at the scene of the emergency.
 - (2) Utilize car radio network to relay information on emergency situations.
 - (3) Provide for emergency access to or through the installation by authorized individuals or members of outside emergency agencies as approved by the SSC Emergency Director or the Disaster Control Specialist at the Emergency Operations Center.
 - (4) Assign security personnel to assist in the Emergency Operations Center.
- g. Other organizations will continue to operate in a normal manner. They shall be available to provide support to the SSC Emergency Director or designated representatives upon request.

7. MEASUREMENTS

Successful implementation of this plan is gauged by several factors including the timely response by site personnel to emergency notifications and minimization of damage/loss of property and risk to personnel.

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8. CANCELLATION

SMI 1040.1C, dated March 23, 1993.

Roy S. Estess
Director

ATTACHMENTS

Attachment A - Tornadoes and Severe Weather
Attachment B - Hurricane Emergency Plan
Attachment C - Fire and Explosions
Attachment D - Serious Accidents
Attachment E - Civil Disturbances/Annex A and B
Attachment F - Civil Defense

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TORNADOES AND SEVERE WEATHER

1. GENERAL SITUATION

The John C. Stennis Space Center is subject to damage from tornado or severe weather conditions other than those associated with hurricanes. Tornado or other severe weather conditions may form within a very short period of time thus necessitating prompt or immediate emergency action prior to their occurrence to minimize property damage or personnel casualties. Severe weather described in this plan normally occurs in conjunction with the passage of a frontal disturbance.

2. DEFINITIONS

- a. Tornado - A violent destructive whirling wind accompanied by a funnel-shaped cloud that progresses in a narrow path over land.
- b. Tornado Watch - An alert by the weather service that tornado activity may occur. The area is specified and the time frame given during which tornado probabilities are extremely high.
- c. Tornado Warning - A warning that a tornado has been sighted in the area or its presence has been detected by radar.

3. CONCEPT OF OPERATIONS

The SSC Emergency Director will be informed by the Security Dispatcher when severe weather forecasts, tornado warnings, or tornado watch alerts are received over the NOAA-NWS teletype in the Security Center.

The SSC Emergency Director will authorize the Security Dispatcher to inform SSC personnel over the oral warning system. Government agencies, other organizations and contractors will take action according to internal severe weather plans to safeguard personnel and Government property.

The center-wide siren alert system will sound one continuous long blast when a funnel-shaped cloud is sighted or a tornado is in the immediate area. Personnel in temporary buildings will seek shelter in permanent buildings. The all clear signal will be an intermittent blast of the siren system.

In addition, an announcement of "Tornado Warning - Take Cover" over the oral warning system will indicate that passage of a tornado through the installation is imminent and personnel must take shelter. The Security Dispatcher may make such an announcement without further authorization when the danger is evident and at hand.

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4. RESPONSIBILITIES

a. The SSC Emergency Director, upon notification by the Security Dispatcher that a severe weather condition exists and threatens the SSC, will:

(1) Direct the Security Dispatcher to announce the severe weather condition over the SSC oral warning system.

(2) Direct the Facility Operating Support Services contractor to man the Emergency Operations Center if the severe weather condition warrants.

(3) Direct an announcement of "all clear" when the severe weather condition no longer exists.

b. All Government agencies, other organizations and contractors will:

(1) Implement the appropriate portions of Severe Weather Plans for their particular areas.

(2) Indoctrinate respective personnel to take action as follows when instructions are broadcast over the oral warning system, "Tornado Warning - Take Cover".

(3) Report the following to the SSC Emergency Director:

(a) Severe weather preparations have been taken.

(b) Disabling injuries or casualties as they occur.

(c) An estimate of damages to facilities or equipment within 24 hours after occurrence. A written report with photographs will follow within 72 hours.

(d) All requests from outside agencies.

(e) Restoration of respective areas following an all-clear from severe weather.

c. The Facility Operating Support Services contractor will:

(1) Provide instructions for the Security Dispatcher to follow when severe weather threatens.

(2) Man the Emergency Operations Center, if directed by the SSC Emergency Director.

(3) Prepare and maintain a log of all actions taken.

- (4) Provide emergency support, as required, to all organizations in communications, security, fire protection and medical services.

NASA/SSC HURRICANE EMERGENCY PLAN

1. PURPOSE

This plan sets forth policies and procedures to ensure the maximum safety of SSC personnel and protection of Government-owned facilities and equipment from damage or destruction due to hurricane force winds. It also provides for the limited temporary shelter of evacuees who are required to leave adjacent community areas and coordination with civil officials for the protection of lives and property.

2. SCOPE

This plan applies to all Federal, state, university, contractor and vendor organizations in residence or performing work at the SSC, and, through those organizations, to all their employees. While emergency preparedness is a year-round activity, this plan is primarily concerned with specific procedures to be followed before the arrival of hurricane force winds, and continuing until the danger has passed and normal operations are resumed.

3. POLICY

The policy of NASA/SSC with respect to hurricane emergencies is as follows:

- a. The goals, in order of priority, are protection of employees, prevention of damage to Government facilities and equipment, control and/or continuation of mission-critical activities, and providing emergency shelter to employees, their families and area evacuees.
- b. Provide overall direction and support to all organizations in residence, whether Government agencies or non-Government contractors. All organizations shall support hurricane emergency efforts as required for the protection of their personnel and the facilities and equipment in their custody.
- c. Cooperate to the fullest extent possible with designated area officials (Federal, state, county and local) in the protection of life and property.
- d. Provide advice on weather and storm surveillance during the hurricane season.

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4. DEFINITIONS

The terms defined below apply to hurricane emergency situations:

a. Storm Terms

- (1) Hurricane -- a tropical cyclone having wind velocities of 75 mph or higher.
- (2) Tropical storm -- tropical cyclone having wind velocities less than 75 mph.
- (3) Gale force winds -- having velocities of 55 to 74 mph.

b. Hurricane Alert Terms

The hurricane alert period is the 72-hour period before the expected arrival of gale force winds. This period is divided into four conditions, as follows:

- (1) Condition IV (Alert) -- gale force winds are expected within 72 hours.
- (2) Condition III (Alert) -- gale force winds are expected within 48 hours.
- (3) Condition II (Emergency) -- gale force winds are expected within 24 hours.
- (4) Condition I (Emergency) -- gale force winds are expected within 12 hours.

c. Hurricane Emergency

- (1) A hurricane emergency (Condition I or Condition II) is declared by the NASA/SSC Director when, in the judgment of the Director, weather conditions are sufficiently threatening that it is prudent for the SSC to activate hurricane emergency procedures.
- (2) The Director also determines the time at which the emergency is past and normal operations may be resumed.

d. Housing Terms

NASA/SSC will provide emergency shelter to employees, families, and area personnel to the extent possible. Available space will be reserved in accordance with the following priorities:

- (1) Category I -- emergency team members and "ride-out" crews who have been officially assigned by their organizations to emergency duty at the SSC.
- (2) Category II -- provided upon request to family members who normally reside with officially designated emergency crews.
- (3) Category III -- provided upon request to employees of SSC organizations who live in the affected area, and family members who normally reside with them.
- (4) Category IV -- provided upon request of local officials as a temporary shelter to any and all persons from the affected area on a first-come-first-served basis without regard to race, sex, age or national origin.

5. EMERGENCY OPERATIONS ORGANIZATION

The SSC Emergency Operations Organization (EOO) includes all SSC personnel, regardless of organization, who are assigned emergency duties requiring their presence at SSC during all or part of the emergency period. The functions of each element of the EOO are as follows:

a. Emergency Council

The SSC Emergency Council, chaired by the SSC Deputy Director and made up of senior authorized representatives from all resident agencies and organizations, will advise and support the SSC Director and act as official agents to transmit information and emergency directives between the SSC Director and their respective organizations.

b. Emergency Director

The SSC Emergency Director will direct overall planning, coordinate the implementation of this plan, activate and supervise emergency operations under his/her supervision when directed by the NASA/SSC Director.

c. Emergency Teams

Three emergency teams reporting to the Emergency Director are established to provide special skills, equipment, supplies, and services for protection of lives and property. These are the Emergency Services Team, Critical Operations Team, and Emergency Shelter Team. The functions and staffs of these teams are:

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(1) Emergency Services Team -- staffed and coordinated entirely by the SSC Facility Operating Support Services Contractor. Provides institutional and craft skills, supplies, equipment and services, and emergency services to NASA/SSC and on a "demand service" basis to all other resident organizations during the hurricane emergency. The Coordinator of the Emergency Services Team reports directly and exclusively to the Emergency Director during an emergency.

(2) Critical Operations Team (Ride-out crew) -- a composite team comprising those especially skilled or knowledgeable employees who have been designated by their organization management to remain on duty or at SSC to provide for the continuing operation of critical machinery, equipment, facilities, utilities, communications or systems under jurisdiction of their organizations.

Each organization requiring such a team staffs it and provides the necessary direction and supervision independent of the EOO, but keeps the EOO informed through its Emergency Council representative.

(3) Emergency Shelter Team -- a composite team coordinated by NASA/SSC to manage, operate, and control backup evacuee shelters in those facilities that have been designated for this use by the assigned organizational element. A list of buildings to be used for shelter operations will be prepared annually at the beginning of the hurricane season. The organization providing the space staffs the team to manage the shelter operations, recruiting assistance as needed from evacuees.

6. RESPONSIBILITIES

a. NASA/SSC

(1) The NASA/SSC Director is responsible for: (a) establishing policy; (b) approving the hurricane emergency plan; (c) authorizing its implementation during an alert and/or emergency conditions; and (d) establishing the alert or emergency conditions; and (3) designating the Emergency Director and Deputy Emergency Director.

Members of NASA/SSC management are assigned specific responsibilities as outlined below:

(a) The SSC Deputy Director shall serve as Chairman of the Emergency Council and shall assure that all resident organizations are represented thereon.

(b) The Emergency Director: (1) shall implement this plan when directed by the NASA/SSC Director; (2) will activate and supervise an Emergency Operations Center, staffed by Government

and contractor personnel, to coordinate emergency activities; (3) will prepare, coordinate and implement this plan; (4) identify specific tasks to be performed; (5) designate members of shelter management teams; (6) define material and equipment requirements; (7) provide other support as necessary; (8) will direct the activities of the ride-out teams and emergency shelter operators.

(c) The NASA/SSC Security Officer will: (1) ensure that the guard force has adequate plans to support rapid employee evacuation of the SSC when an emergency is declared, and to relocate guards to emergency duty posts; (2) monitor security plan implementation during an emergency, and assist the Emergency Director as required; (3) oversee the functions of the contractor security force in regulating vehicle traffic and functions associated with housing of evacuees.

(d) The SSC Emergency Coordinator will: (1) ensure that the Fire Department has adequate plans for fire protection during hurricane emergencies, including numbers and locations of personnel who will remain at SSC as Ride-out crew members; (2) designate a representative to the Command Post Ride-out Team to advise on safety and rescue matters; (3) staff a medical standby team and assure that the Medical Clinic is manned; (4) contact Civil Defense personnel in surrounding communities and will be the SSC contact for the communities' Civil Defense agencies; (5) monitor all incoming weather information; (6) obtain other necessary and/or additional weather information from all available sources, including Government and commercial outlets, for evaluation and dissemination of all pertinent conditions affecting the SSC to the SSC Director, SSC Deputy Director, Emergency Director, and Emergency Council; (7) in concert with the Emergency Director, draw additional manpower and expertise assistance from resident contractors and resident agencies.

(e) The SSC Public Affairs Officer or designee will: (1) approve all releases of information to news media, including announcements to off-duty employees through the news media; (2) be a member of the Command Post Ride-out Team; and (3) will advise and assist the Emergency Director on public affairs questions.

(3) In addition to the responsibilities enumerated above, NASA/SSC will:

(a) Provide reimbursable demand support services on an emergency basis through its Facility Operating Support Services Contractor, within established or feasible capability.

(b) Maintain a year-round emergency preparedness, planning, coordination, and educational program.

(c) Represent SSC in coordinating with community, state and national emergency planning or disaster officials.

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b. Resident Organizations

(1) Each resident organization shall appoint an Emergency Council Representative who shall have the following responsibilities:

(a) Representing his/her organization at Emergency Council meetings, and acting as liaison between his/her organization and SSC management in all matters pertaining to hurricane emergency planning and activity.

(b) Preparation of a hurricane emergency plan for his/her organization, and instructing its personnel as to provisions of the plan, as well as all other aspects of hurricane preparedness.

(c) Preparation and submittal to the Emergency Director of a list of materials and equipment that his/her organization will require for emergency operations and protection.

(d) Designation of areas in buildings occupied by or in the custody of his/her organization that can be made available to employees, their families, and area residents for emergency shelter.

(e) Assuring that emergency crews are assigned to and adequately trained for hurricane emergency duty.

(f) Preparation and submittal to NASA of post emergency assessments of storm-related damage.

(2) Each organization resident at SSC and each employee is responsible for prevention or minimization of loss of life, injury to persons, and damage or destruction of Government property at SSC. In addition, employees have family and community responsibilities that must be considered in advance planning. Specific responsibilities established by this plan are as follows:

(a) Designate a primary and an alternate representative to the EOO Emergency Council.

(b) Define the potential impact of a hurricane alert or hurricane on its operations, mission property, and personnel.

(c) Maintain current awareness of the need for personal, family, and organizational preparedness.

(d) Designate a primary and an alternate emergency coordinator for the organization, if different from the Emergency Council representative, and inform the Emergency Director of all such appointments.

- (e) Determine what activities, operations, or systems require a critical operations team, define the operational requirements, develop necessary emergency procedures, identify emergency demand services anticipated, select and train the required personnel, and publish the internal plan as required by the organization. Provide summary information to the Emergency Director for overall planning purposes. Manage or supervise their critical operations team(s) when required by the emergency situation.
 - (f) Determine what indoor spaces used by or allocated to the organization may be safely and effectively used as temporary evacuee shelters; establish a shelter management plan for the areas, designate shelter staff, define demand service requirements; publish the plans and provide copies to the Emergency Director for planning purposes; and manage and operate the shelter areas as required.
 - (g) Determine the Category I (Critical Operations Team) and Category II (families of COT members) shelter requirements and reserve shelter space for these uses.
 - (h) Authorize and register with the Emergency Director any regular or special charge numbers to be used for demand service support that will be required during an emergency.
 - (i) Cooperate with SSC management and the EOO to the fullest extent possible under law, agency policy, and resources available during a hurricane emergency.
 - (j) Report promptly on injuries, deaths, and damage to facilities as a result of the hurricane emergency.
- c. The Facility Operating Support Services Contractor, in addition to the responsibilities enumerated above, will:
- (1) Establish and maintain in ready status the SSC Emergency Operations Center in Building 1100, and all communications systems required for emergency operations.
 - (2) Plan, equip, staff and coordinate the activities of the EOO Emergency Services Team, and respond to authorized Facility Requests for demand services from other resident organizations.
 - (3) Identify and seek resolution from the NASA/SSC Contracting Officer any contractual problems generated by emergency planning or actual emergency.
 - (4) Stock and maintain predesignated emergency supplies.

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(5) Monitor incoming weather advisories and warnings during nonduty hours, weekends and holidays during Hurricane Season; and notify the NASA/SSC Emergency Coordinator of any advisories or warnings pertaining to hurricane, tropical storm or tropical disturbance activity located west of 70° W longitude and east of the North American land mass if SSC could be affected within 48 hours. The SSC Emergency Director should be contacted in the absence of the Emergency Coordinator.

This support is required to alert the SSC Emergency Coordinator of tropical activity that has developed while off duty. Also, the SSC Emergency Coordinator should evaluate all advisories and warnings for their impact on SSC prior to dissemination.

d. Designated Members of the SSC Emergency Operations Organization will:

- (1) Be trained, as required, for specific duties assigned by their organization management.
- (2) Develop plans for family and personal property protection to enhance their ready availability for emergency duty at SSC as needed.
- (3) Perform assigned EOO tasks during emergencies in response to directions or guidance of appropriate team leaders, chairpersons, or directors.

e. All SSC employees are expected to:

- (1) Become familiar with hurricane phenomena, SSC plans, community plans, home protection, and individual roles during emergency preparations.
- (2) Be guided by and react promptly to instructions and advice issued by organization management and EOO members.
- (3) Be responsible for protecting his or her immediate work area to the extent possible, including delivery to safe storage of unique, sensitive, or especially valuable papers; and for securing desks, files, and cabinets from access by non-employees taking shelter in the area.

7. IMPLEMENTATION PROCEDURE

a. When it is determined that the existing or anticipated weather conditions pose a threat to the SSC, the NASA/SSC Director will direct the Deputy Director to convene a meeting of the Emergency Council for the following purposes:

- (1) Evaluate the SSC state of readiness.

- (2) Plan requirements for completing preparations for the emergency.
 - (3) Inform organization representatives of the assistance available and the procedures to be used in obtaining it.
 - (4) Obtain names of Shelter Managers from Emergency Council Representatives.
- b. The Facilities Operating Support Services Contractor will assure that prestaged emergency supplies are stored on pallets in a designated section of the warehouse and are clearly marked for easy identification and prompt delivery when needed. Emergency Work Sheets and Forms will be maintained by the Facilities Operating Support Services Contractor Safety Office in sufficient quantity to assure adequate supplies to all organizations.

c. Alert Condition IV

When the NASA/SSC Director determines that an alert Condition IV is in effect, he/she shall instruct the Emergency Director to implement the applicable provisions of the emergency plan for the duration of the alert. The following EOO activities will be initiated immediately:

- (1) The NASA/SSC Emergency Coordinator will contact Civil Defense personnel in surrounding communities to determine the state of readiness of each and establish a contact for future emergency coordination.
- (2) The SSC Public Affairs Office will prepare press releases for future broadcast over local radio stations, to inform SSC employees and the general public of the shelter policies of the SSC and the rules governing evacuees who elect to be sheltered at the SSC. Such releases will be distributed to the broadcast media at the discretion of the SSC Director.
- (3) The SSC Emergency Coordinator will maintain a hurricane tracking chart for each identified storm as part of the monitoring activity prior to Condition IV.

d. Alert Condition III

When the NASA/SSC Director determines that Condition III is in effect, the Emergency Director will:

- (1) Direct all building Shelter Managers to survey the buildings, equipment and materials for which they are responsible, and to identify and report all equipment, materials, and structures that must be moved, tied down, or secured, as applicable.

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(2) Review weather reports supplied by the SSC Emergency Coordinator, and inform key personnel of significant changes.

(3) Direct installation safety personnel to define all exterior requirements and assist Shelter Managers to identify their requirements.

e. Alert Condition II

When the NASA/SSC Director determines that Condition II exists, the following will be implemented:

(1) The Emergency Director will convene a meeting of all Shelter Managers to assure that all necessary supplies are in place, that Shelter Managers have the proper forms for registering and identifying evacuees, and that all necessary steps for protection of Government property have been taken.

(2) The Emergency Services Team Coordinator shall:

(a) Request management to begin storage and/or tie-down of equipment and materials, and anchoring of structures as required.

(b) Ensure that emergency supplies are distributed and appropriate records maintained on quantities issued, requesting organizations, dates of issue, and destinations.

(3) Each Manager and/or Supervisor, as appropriate, shall:

(a) Notify personnel not required for hurricane duty to depart for their homes.

(b) Advise all personnel of hurricane location and direction of travel.

(c) Review the hurricane plans for the SSC and their respective organizations.

(d) Survey the buildings and grounds area of responsibility to determine requirements for securing the area if it becomes necessary.

(e) Adjust work and vacation schedules as necessary to assure that all emergency activities are supported.

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- (f) Ensure that all activities have their assigned vehicles filled with gasoline before the end of each shift.
- (g) Maintain a log of all manhours and materials expended in support of the hurricane emergency.
- (h) Have all housekeeping discrepancies corrected and loose items tied down or placed in secure storage.
- (i) Assure that personnel have placed all classified and sensitive materials in approved containers, and the containers are stored in building vaults.
- (j) Have valuable equipment and instruments moved away from windows to the extent possible. Have items that can not be moved covered with plastic sheeting.
- (k) Have task lists prepared, assigning emergency duties as required.
- (l) Designate Ride-out Crew members.
- (4) The Manager of Supply Operations shall assure that personnel at the Warehouse Complex, (Buildings 2202, 2203, 2204 and 2207) are instructed to place hurricane supplies in a standby area.
- (5) The Lockmaster/Supervisor, Marine and Rail, shall secure waterways and railroad rolling stock as follows:
 - (a) Arrange for a crane and operator to lift all small craft from the canal and place them in an onshore storage area (remove drain plugs from boats).
 - (b) Remove canopy from tugboat and store inside.
 - (c) Ensure that all cryogenic barge mooring devices have operable toggle and locking pins in place.
 - (d) Ensure that all other floating vessels are adequately moored.
 - (e) Ensure that all manholes, portholes, and hatch covers are in place and secured.
 - (f) Place preselected vessels (work barges and small craft not lifted ashore) and the tugboat in the navigation lock and reduce water level in the lock.

- (g) Assign berths to all transient vessels seeking refuge. Inform the masters of such vessels that they are at SSC at their own risk; that SSC Government agencies assume no liability for incidents or damage while on the installation; and that they are to depart from SSC as soon as conditions permit.
- (h) Ensure that the hand brakes are set on all rail cars at SSC.
- (i) Ensure that all the LH₂, LO₂, He, and RP-1 rail car doors are closed and secured.
- (6) The Manager of Facilities Services shall assure that the following conditions are met in the Facilities areas:
 - (a) Repair and Fabrication Shops (Buildings 2201 and 2205)
 - 1. All rolling equipment have gas tanks filled.
 - 2. All portable pumps and generator units are operable.
 - 3. All two-way radios in maintenance vehicles and the associated base station are operable.
 - 4. All welding and cutting equipment is located so as to allow emergency departure from the building.
 - 5. Technicians have hooked up the emergency generator for the Building 1100 Cafeteria, Clinic, and EOC.
 - (b) Potable Water and Sewage Systems (Buildings 2312, 3312, and 4312)
 - 1. All portable gasoline-powered pumps assigned to the area have been checked for proper operation.
 - 2. Sewage lift-station sump pumps, pumps, and ejectors are operating properly.
 - 3. Sewage lagoon effluent trenches are unobstructed.
 - 4. Elevated tank altitude valves and pumps, chlorinators and flowmeters are operating properly.
 - (c) Main Substation and Electric Distribution System

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1. Portable generators are operable.
 2. Overhead lines are not threatened by leaning trees, loose guys, damaged arresters, insulators or crossarms.
 3. Telephone Building emergency generator is operable and adequately fueled.
 4. Position of all switches and cutouts is verified for the dispatcher.
 5. All mobile high line support equipment has been checked for proper operation.
 6. All assigned portable, mobile, and fixed two-way radios are operable.
 7. Main substation telephones and emergency lighting are operating properly.
- (d) Central Heating Plant and Natural Gas System (Building 3204)
1. Heating plant operators are familiar with procedures to be followed in event of power failure.
 2. Fuel oil supply and natural gas supply pressures are adequate for any anticipated emergency.
- (e) High Pressure Industrial Water Complex (Building 4400)
1. Industrial wells are shut down and secure.
 2. Cooper-Bessemer diesels have been checked for proper operation.
 3. Nordberg and auxiliary pumps have been checked for proper operation.
 4. Heating plant, fuel oil supply and natural gas supply pressure have been checked.
 5. Heating plant operators are familiar with procedures to be followed in event of power failure.
- (7) The Manager of Roads and Grounds shall ensure that sandbags are filled and delivered as directed by the Emergency Director.

(8) The Manager of Communications Services shall recall all 5-watt portable transceivers, ensure they are operable, fully charged, and prepared for transport to the Emergency Operations Post during Condition I.

f. Condition I (Hurricane Emergency)

(1) As soon as Condition I has been declared by the NASA/SSC Director, the Emergency Director shall:

(a) Have Emergency Team personnel report to the Emergency Operations Center, Building 1100.

(b) Assure that Shelter Managers are at their posts, and preparing to receive evacuees.

(c) Verify that Ride-out Crews are in their places and that adequate communication with them is maintained.

(2) Each Manager and/or Supervisor shall:

(a) Have Shelter Managers set up registration points and obtain necessary forms for registering persons seeking shelter in the area. (See attached Personnel Locator form.)

(b) Direct Emergency Team members to report to the Emergency Operations Center, Building 1100.

(c) Instruct personnel to move motor vehicles not to be used during the emergency to the Saturn V parking lot for storage during the hurricane.

(d) Verify that items necessary for taping of windows, sandbagging, supplying potable water and food, and other emergency supplies have been delivered.

(e) Report readiness condition to the Emergency Operations Center.

(f) Ensure that all electrical equipment (machinery, coffee pots, etc.) not scheduled for use during the emergency is disconnected from electrical outlets.

(3) The Manager of Supply Operations shall ensure that all emergency supplies are delivered.

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8. POST EMERGENCY PROCEDURE

When the NASA/SSC Director has determined that the emergency has passed, he/she will notify the Emergency Director and normal operations will resume. In addition, the following actions will be taken:

- a. The NASA/SSC Deputy Director will convene a meeting of the SSC Emergency Council to obtain a preliminary evaluation of damages, critique the operation, and ascertain the particular problems and receive suggestions from the Council for consideration in future operations.
- b. The NASA/SSC Deputy Director will collect the damage reports from the reporting parties, make a physical inspection if considered necessary, and write a final report to the NASA/SSC Director.
- c. In the event that a major disaster has occurred at SSC and/or the surrounding communities, the NASA/SSC Director will at that time determine the direction of SSC in regard to recovery at SSC and the assistance to be provided to the communities.

PERSONNEL LOCATOR

DATE: _____

1. (Employee's Name) (Office Phone) (Bldg. No.)

2. (Members of my family and I will be at the following location(s) during the hurricane emergency)

NAME

ADDRESS

PHONE

3. (Comments)

FIRE AND EXPLOSIONS

1. GENERAL

- a. Fire or explosion is normally a Class I Emergency requiring only Emergency Team action. If assistance from neighboring firefighting activities is required, the fire becomes a Class II Emergency.
- b. In a disaster situation, where firefighting requirements exceed capabilities, offsite assistance may be requested in accordance with a reciprocal fire protection agreement which has been executed by NASA, local governments, and the International Paper Company.

2. RESPONSIBILITIES

- a. Government agencies, other organizations and contractors will:
 - (1) Appoint fire wardens for occupied facilities. (Reference SSC HB 1600.1 and 29CFR 1910.138, Subpart E for training and emergency plan requirements).
 - (2) Instruct fire wardens to perform as follows for fire or fire drill in their respective buildings.
 - (a) Cause personnel to evacuate the building.
 - (b) Report respective building clear of personnel to the Senior Fire Officer.
- b. The Facility Operating Support Services Contractor's Emergency Team shall:
 - (1) Rescue injured personnel, protect them from further injury, give first aid, and evacuate to medical facilities if required.
 - (2) Extinguish fires, prevent further damage, and direct fire fighting operations as necessary.
 - (3) Shut off, if necessary, such services as electrical power, fuel lines, gas lines, etc., which might create new hazards.
 - (4) Set up access control.

ATTACHMENT C
SPG 1040.1D

- (5) Request additional emergency equipment and personnel, if necessary.
- (6) Make situation reports to the Emergency Support Coordinator.

SERIOUS ACCIDENTS/INCIDENTS

1. GENERAL

- a. Serious accidents/incidents are Class I emergencies resulting in disabling injuries, fatalities, or property damage exceeding \$10,000. Security and medical personnel of the Emergency Service Team will be required at an SSC accident scene.
- b. Investigation and reporting of all mishaps including serious accidents/incidents are covered in other instructions.

2. RESPONSIBILITIES

The Facility Operating Support Services Contractor's Emergency Team will:

- a. Evacuate the injured and fatalities after rendering such first aid on the scene as may be required.
- b. Control access at the scene, directing and rerouting traffic as necessary.
- c. Take measures to prevent further injuries and damage to property.
- d. Initiate measures in coordination with local supervision to restore normal conditions at the scene.
- e. Make reports to the SSC Emergency Director or his/her deputy.

CIVIL DISTURBANCES

1. GENERAL

In a civil disturbance emergency, the Security Contractor will attempt to maintain or restore order by use of roadblocks, megaphones, additional patrols, and tactics short of force. Force will be used only when all other measures have failed to prevent injury or protect Government property. Local government law enforcement agencies, including the Mississippi Highway Safety Patrol, will be informed and their assistance requested by the SSC Emergency Director as he/she evaluates the situation.

2. RESPONSIBILITIES

When a civil disturbance exists or is impending, the Security Contractor will:

- a. Assume an alert status, calling in off-duty guards, increasing guard coverage, and issuing additional equipment in accordance with the Plan of Increased Security Awareness (Annex A).
- b. Make reports to the SSC Emergency Director.
- c. Maintain or restore order, prevent injury and protect Government property.
- d. Assist local government law enforcement forces who may be requested to come to SSC by the SSC Emergency Director.

CIVIL DISTURBANCES
PLAN OF INCREASED SECURITY AWARENESS - BOMB THREATS

1. Controlled entry and exit to SSC
 - Single lane for entry and exit
 - Double guards on gates
 - Two 12-hour shift coverage
 - Close reception centers
 - Require proper identification of individuals
2. Increased patrol surveillance of SSC - double patrols.
3. Placement of guards/auto patrol at critical points.
4. Increased Test Complex surveillance.
5. Generating Plant occupied at all times.
6. Distribution of leaflets regarding vehicle searches (NHB 1600.1) and notification of bomb threat in a specified building or area.
7. No through-SSC passage except emergency vehicles.
8. Buildings occupied during non-duty hours.
9. No SSC Recreation Association activities on SSC during period.
10. Evacuation of building receiving a bomb threat.
11. Search of building receiving a bomb threat, as appropriate (Annex B).
12. Notification to appropriate ordinance disposal team, if required.

CIVIL DISTURBANCES

BOMB SCENE PROCEDURES

SEARCH TECHNIQUES

1. BOMB ALERT

In the event the John C. Stennis Space Center (SSC) is advised that a bomb has been placed at one of its buildings, SSC management has plans by which it will determine the extent to which SSC personnel will become involved. One of its plans calls for utilizing building fire marshals/wardens as members of its Bomb Search Teams. Another is the use of SSC Security personnel.

2. BUILDING EVACUATION

In the event a bomb threat indicates that the bomb will not explode within a 30-minute period from the time the threat is received, the SSC Security Officer will consult with the SSC Emergency Director and give notice to evacuate a building if deemed appropriate.

In the event a bomb threat indicates that a bomb will explode in an SSC building, unless it can be determined that the threat is a hoax, the SSC Security Officer will direct a Security patrol to the building where the building evacuation alarm will be sounded or an oral announcement made over the building public address system. Details as to the reason for the required evacuation will not be given by the patrol.

Building evacuation plans should require all occupants to move a safe distance from the building whenever an evacuation alarm is sounded or oral announcement is made. **IT MAY MEAN A BOMB THREAT AND NOT A FIRE.**

3. SEARCH FOR THE BOMB

During the Fire Marshal/Warden orientation period, the building occupants who are selected to serve as members of the Search Team should be instructed to assemble in one location immediately after evacuation.

ATTACHMENT E

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Annex B

In the event of an evacuation, the Search Team Supervisor should immediately determine that the Search Team has assembled and thereafter be watchful for, and meet with, the SSC Emergency Director or other authorized personnel when they arrive on the scene.

If it is decided that the building is to be searched, the Search Team Supervisor will direct the Team's effort from outside the building, but will remain close to the main entrance.

The sequence of search will be exterior, basement (if any), first floor, etc. The First Floor Search Unit, assisted by members from each of the other search units, will search the exterior of the building with the First Floor Warden in charge of the effort.

As each succeeding floor is searched, the respective Floor Warden will take a position at the point from which the search pattern is started so that contact can be readily made should a suspicious object be located.

If a suspicious object is located, the Floor Warden will send a member of the Search Unit to inform the Search Team Supervisor of the finding. The search will continue and the person who located the suspected object will remain with the Floor Warden.

The Search Team Supervisor will consult with the SSC Emergency Director who will cause the SSC Security Patrol to investigate the suspected object and coordinate call-in of an Explosive Ordinance Disposal Team, if required.

SSC CIVIL DEFENSE

1. GENERAL

Effort is to be concentrated on preparedness and survival. To this end, SSC personnel are to be instructed on procedures and kept informed when a deteriorating situation occurs. Shelters are to be established and provisioned and shelter managers indoctrinated during non-emergency times.

2. ASSUMPTIONS

- a. Attacks on the United States by unfriendly forces may be directed at civilian Space activities as well as military and other targets.
- b. The SSC may be subject to fallout resulting from nuclear strikes on surrounding areas.
- c. The SSC will have to rely on its own resources to save lives and maintain law and order within its shelter areas during a nuclear attack and fallout phases.

3. CONCEPT OF OPERATIONS

- a. Prime shelters will be in the structures in the test area. These structures are the test stands, cable tunnels, Data Acquisition Facility (Building 4995) and the High Pressure Industrial Water Building (Building 4400). The Civil Defense command post will be located in the Data Acquisition Facility.
- b. Shelter emergency kits will be stored by the Facility Operating Support Services Contractor in the shelters. The latter will be supplied from a central storage in the Data Acquisition Facility through the interconnecting cable tunnels. Quantities and categories of emergency supplies will be approved by the SSC Emergency Director.
- c. The operation of each shelter will be the responsibility of the organization having the responsibility for the normal operation of the structure. Shelter managers and radiation monitors will be designated by the responsible organization.
- d. Civil Defense will be received through National Warning System (NAWAS), or Defense Readiness Conditions (DEFCONS), or through other organizational channels. Direction to execute the SSC Civil Defense Plan and sound the warning will come from the SSC Emergency Director.

ATTACHMENT F
SPG 1040.1D

The Civil Defense warning will not be given for Exercise Alerts. Exercise Alerts, if given, will be by telephone and will involve select personnel.

e. In case warning is received outside of regular duty hours, via radio or television, personnel will, if possible, proceed with their dependents to the shelter areas.

f. The "all clear" will be announced through the same channels as the warning is received, after fallout monitoring through local capabilities.

4. RESPONSIBILITIES

a. The SSC Emergency Director will:

- (1) Coordinate SSC Civil Defense with the Headquarters Emergency Planning Office.
- (2) Establish liaison with the appropriate local and state Civil Defense agencies in the planning and operational phases of this plan.
- (3) Direct the Civil Defense Warning to be announced over the sitewide warning system. The sounding of the warning will be direction to all organizations to immediately implement the Civil Defense Plan for their respective areas of operation.
- (4) Take station in the SSC Civil Defense Command Post when attack warning is received.
- (5) Maintain a log of all action taken and significant events occurring at the SSC during an alert.

b. The Facility Operating Support Services Contractor will:

- (1) Store and maintain Civil Defense Emergency Kits in the SSC shelters.
- (2) Monitor the National Warning System in the Security Dispatch Office, notify the SSC Emergency Director when an alert is received, and make announcements of Civil Defense conditions over the sitewide warning system when directed by the Emergency Director.
- (3) Activate the SSC Civil Defense Command Post when directed by the SSC Emergency Director or when a sitewide warning is received.
- (4) Move emergency, fire, medical and security equipment into the Data Acquisition Facility Civil Defense Command Post.

(5) Conduct periodic radiation surveys inside and outside of the shelter areas (when feasible) during the fallout phase.

(6) Maintain current information on fallout patterns as received from the NAWAS or other sources and from predictions made as a result of local weather conditions.

c. All Government agencies, other organizations and contractors will:

(1) Implement the Civil Defense Plan, if applicable, for their particular area of operational responsibility.

(2) Instruct organizational employees:

(a) Upon notification that a Civil Defense alert has been executed at the SSC or on a national scale in case an emergency condition occurs after duty hours, to proceed with their dependents to the shelter areas in the test area complex.

(b) To provide for their dependents, if required, any special medicine(s) for the treatment of chronic physical ailments such as diabetes, heart disease, etc., for a two-week period. Civil Defense emergency supplies are extremely limited.

(3) Request support services of the Facility Operating Support Services Contractor, as required.

(4) Maintain a log of all action taken during the operation of this plan.

d. The SSC Emergency Coordinator, when on duty, will maintain current information regarding weather conditions.